

National Aeronautics and Space  
Administration  
Goddard Space Flight Center

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# ANNOUNCEMENT

**SUBJECT: Call for 2005 Goddard Annual Honor Awards  
Nominations Due November 30, 2004**

The Goddard Honor Awards call is one of the most significant awards and recognition events at the Center. These awards are the highest honor bestowed by the Center recognizing civil service and contractor employees, as individuals or as members of a team. Honor Award opportunities exist for significant, exceptional contributions, suggestions, inventions, and/or special acts or services contributing to the efficiency, economy, or other improvement of government operations. The opportunity to recognize exceptional service and contributions over an extended period of time, such as a long and noteworthy career, is also available.

Outstanding accomplishments at all levels and in all areas of the Center's mission should be considered. The various award categories, described in Enclosure 1, provide opportunities to recognize outstanding achievement and significant, sustained performance across all grade levels and skill groups (secretarial and clerical, wage grade, scientists, engineers, administrative, or technicians). When submitting nominations, please consider accomplishments employees have made that have contributed to Center mission success.

The Center Director will present awards to selected individuals and to a representative of selected teams in a ceremony to take place at Goddard on Wednesday, March 9, 2005. In addition, a luncheon for the recipients, team representatives, and guests is also held at the GSFC Recreation Center after the ceremony.

Goddard's grassroots nomination process continues to be a unique aspect of the Center's award process. It permits contributions to be considered that might otherwise not surface. Nominations may be submitted by anyone knowledgeable of an individual or team accomplishment or contribution.

**PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT**

**DISTRIBUTION CODES:**

- (Civil Service) – GSFC Employees
- Δ (Civil Service) – GSFC Section Level and Above
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- \*\*A (Contractor) – Contractor and Other Employees
- \*\*B (Contractor) – Contractor and Other Offices

## Nomination Procedures

Complete the enclosed "Transmittal Sheet" and the "GSFC Annual & Awards of Excellence Award Nomination" form or download it from OHR's website, under awards at: <http://ohr.gsfc.nasa.gov/awards/home.htm>.

- For team awards, include a typed list of the team members at the time of submission.
- Nomination text **may not** exceed the space allotted.
- Nominations **may** be submitted to Brenda Ritch, Code 114, in Bldg. 1, Room 139 or sent electronically to [britch@pop100.gsfc.nasa.gov](mailto:britch@pop100.gsfc.nasa.gov).
- Nominations are accepted on a continual basis through the due date.

This past year has been full of challenges and accomplishments. As we look to consider who should be nominated for a Goddard Honor Award, I ask each of you to consider your peers, subordinates, supervisors, contractors, industry and academic partners, and even yourself, for nomination of these prestigious awards. Each one of us plays a vital role in accomplishing the Center's mission. Please take this opportunity to review the awards criteria and nominate those who should be considered for Center recognition.

Questions concerning submission of these nominations may be directed to Brenda Ritch at 301-286-4775. All nominations must be received by the Awards Office no later than COB **November 30, 2004**. For further information on the GSFC Honor Awards Program, please contact Khrista White, GSFC Human Resources Specialist (Employee Benefits), at 301-286-9059, [Khrista.N.White@nasa.gov](mailto:Khrista.N.White@nasa.gov) or visit OHR's website at: <http://ohr.gsfc.nasa.gov/awards/home.htm>.

*Arletta R. Love*

Arletta R. Love  
Chief, Career Development and Employee Worklife Office

Enclosure

**PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT**

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\*D (Civil Service) – GSFC Division Level and Above

## GENERAL GUIDELINES

Please refer to OHR web page (<http://ohr.gsfc.nasa.gov/awards/>) for additional information.

- a. Nominations should be made after the completion of a product, service, or action or when the values and behaviors represented in an award and its criteria are in evidence. A discrete part of an activity may be nominated when its performance may be judged independent of the larger effort.
- b. Nominations should be timely, which would normally include activities completed within the 24 months preceding evaluation. For career awards or those awards covering sustained performance, there are no time limits.
- c. Nominations should demonstrate the relationship of the nomination to the Center's mission, strategies, goals, or values on which each award is based.
- d. Nominations should be for outstanding performance and accomplishments that exemplify or model one or more specific criteria of each award.
- e. Different skill groups and employees at different grade levels contribute to the Center's mission in many different ways. Evaluations will consider the accomplishments relative to the scope of the nominee's job responsibilities.
- f. Regardless of the number of nominations, recognition will only be made each year for those awards for which accomplishments meet the criteria and warrant special Centerwide recognition.



## TRANSMITTAL SHEET

### GSFC ANNUAL HONOR & AWARDS OF EXCELLENCE AWARD NOMINATION

(Nominations Due to Awards Office, Code 114, Bldg 1, Room 139 by closing date of each particular awards call – Fax 6-6095.)

To: 114/Awards Officer

Nominator	Code	Ext:	
Signature	E-Mail	Date	
Name of Nominee or Team			
Nominee Job Title	Individual Accepting for Team		
Organization/Code/Mailing Address	E-Mail Address		

☐ Civil Servant(s)

☐ Not a Civil Servant(s)

☐ Team Includes Both

Please note: For teams, the person listed as "Individual Accepting for the Team" unless otherwise noted, will serve as the point of contact for the review.

### TYPES OF AWARDS

#### ANNUAL AWARDS OF EXCELLENCE

(Awards conferred during Annual Awards of Excellence ceremony)

- |   |   |
|---|---|
| <input type="checkbox"/> Customer Service Excellence CS/C/I/G | <input type="checkbox"/> Outstanding Teamwork CS/C/G                |
| <input type="checkbox"/> Diversity Enhancement CS/C/I/G       | <input type="checkbox"/> Quality and Process Improvement CS/C/I/G   |
| <input type="checkbox"/> Excellence in Outreach CS/C/I/G      | <input type="checkbox"/> Safety Award of Honor CS/C/I/G             |
| <input type="checkbox"/> Outstanding Mentor CS/I              | <input type="checkbox"/> Secretarial and Clerical Excellence CS/I/G |

Legend: CS=Civil Servants, C=Contractor, I=Individual, G=Group

#### ANNUAL GODDARD HONOR

(Awards conferred during Goddard Annual Honor Awards ceremony)

<input type="checkbox"/> Award of Merit CS/I	<input type="checkbox"/> Outstanding Management CS/I
<input type="checkbox"/> Earth Science Achievement CS/C/I	<input type="checkbox"/> Robert C. Baumann Award for Contributions to Mission Success CS/I
<input type="checkbox"/> Engineering Achievement CS/C/I	<input type="checkbox"/> Safety Award of Distinction CS/C/I/G
<input type="checkbox"/> Exceptional Achievement CS/C/I/G	<input type="checkbox"/> Space Science Achievement CS/C/I
<input type="checkbox"/> Outstanding Leadership CS/I	

Legend: CS=Civil Servants, C=Contractor, I=Individual, G=Group

**REFERENCES {Note change in the process}: Please identify at least one reference (additional references are encouraged), who is knowledgeable about the accomplishment. Please provide your reference(s) with a copy of the nomination and a copy of the attached Reference Questionnaire Form. The Reference Questionnaire Form is to be completed and forwarded to Code 114, Bldg. 1, Room 139.**

Name/Code/Ext./ E-Mail/Fax	
Name/Code/Ext./ E-Mail/Fax	
Name/Code/Ext./ E-Mail/Fax	



**Goddard Space Flight Center**  
**ANNUAL HONOR & AWARDS OF EXCELLENCE AWARD NOMINATION**

Name of Individual or Team: \_\_\_\_\_

Type of Award (from Transmittal Sheet): \_\_\_\_\_

Citation: (Citation should be 25 words or less) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**JUSTIFICATION:**

*(How does nomination meet general and specific criteria? Specific examples must be identified.  
Do not simply write a job description or narrative. Please do not exceed the space provided.)*

A. Brief description of employee's/team's accomplishments, responsibilities, or career contribution related to the award criteria.

B. What are the specific ways the criteria for this award are met and the significance of these accomplishments related to the awards criteria? Identify in concise language.

**NOTE: IF THE AWARD IS FOR A TEAM ACCOMPLISHMENT, PLEASE PROVIDE A TYPED LIST OF THE TEAM MEMBERS INCLUDING NAME AND CODE AT TIME OF SUBMISSION. ALSO, PLEASE INDICATE WHETHER CIVIL SERVANT OR CONTRACTOR. IF CONTRACTOR, PLEASE PROVIDE THE NAME OF THE COMPANY.**

**Civil Servants**

Name	Code

**Contractors**

Name	Code	Company

## REFERENCE QUESTIONNAIRE

**TO:** 114/Awards Office

**Date** \_\_\_\_\_

**FROM:** (Code/Your Name – please type or write legibly)

**SUBJECT:** Review and Comments on Award Nomination – Due November 30, 2004

The enclosed award nomination (individual or group) has been submitted for Center consideration. As one very important step in this review process, the views of the supervising organization and specific references are being contacted to provide additional information relevant to this nominee's consideration and to determine how this achievement compares in significance to other comparable accomplishments with which the reviewer may be aware. You have received this because you have been identified as a reference or supervisor knowledgeable of this nominee and accomplishment(s) identified in the nomination. Your contribution to the successful review of the awards nominations is essential to an equitable review of all nominations. Please complete the following questionnaire and return by fax, 301-286-6095. If you have any questions please call 301-286-4775. Your support is greatly appreciated.

**Nominee:** (Individual or Group) \_\_\_\_\_

**Award Category:** (Category) \_\_\_\_\_

Reviewer - Please describe your professional relationship with the nominee (i.e., peer, supervisor, member of a team, etc.) in 1 – 2 sentences.

\_\_\_\_\_

Please check one: ☐ I am knowledgeable of the nominee or the accomplishment.  
☐ I am not able to evaluate this nomination.

Appropriateness of Award Category – Please check if appropriate  
Considering the accomplishment(s) for which this nominee is nominated, I agree ☐ the award category for which this nominee is submitted is a good match. Could also be considered for the \_\_\_\_\_ award.

Quality of the Accomplishment – Please check one  
(1) The accomplishment(s) cited is the highest quality of performance or of exceptional merit and among the top 2-3% of comparable types of accomplishments and is rated as "A"/High \_\_\_\_.  
(2) Outstanding nomination, worthy of consideration. The accomplishment(s) cited is significant and merits award consideration and is among the top 10% of comparable types of accomplishments and is rated as "B"/Medium \_\_\_\_.  
(3) The accomplishment(s) cited is an important accomplishment but is not among the top 10% of comparable types of accomplishments. Not recommended at this time and is rated as C"/Low \_\_\_\_.

### Comments and Additional Information

It is very important the review committee understands why you rated the nominee as you did. Please justify or provide supporting information that is relevant to the consideration of this nomination. Use a continuation sheet and put nominee's name on each sheet.

### Citation

Suggest alternative wording for the citation if appropriate:

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**